



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, November 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Technical Services Technician
Region 3/District 5/Project Implementation
Highways Project Implementation
Paris

Attachments
40934

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, November 10, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Technical Services Technician

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-55-205-20-01

IPR#: 40934

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133 W., Paris, IL

Description Of Duties:

This position is accountable for reviewing for approval of all local agency street, highway and bridge plans and related documents prepared by local agency staff and/or consulting engineers for projects funded with Motor Fuel Tax (MFT), Township Bridge Program (TBP), federal funds, or "special funded" projects that follow MFT guidelines.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- An associate degree from an accredited two year civil engineering technology program. Knowledge, skill and mental development equivalent to completion of two years of college in pre-engineering technology
- Eight years experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Ability to develop and maintain cooperative relationships with local agencies, and public
- Ability to review construction plans as prepared by local agency engineering staff and consultants; convey solutions to problem issues for resolution
- Ability to interpret departmental policies and procedures, laws, specifications and convey requirements
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 1, 2015	POSITION:	Technical Services Technician
APPROVED BY:		OFFICE/DIVISION:	Highways/R 3 D5/Bureau of Project Implementation/Local Roads & Streets
CODE:	PW014-23-55-205-20-01	REPORTS TO:	Local Roads & Streets Engineer

Position Purpose

This position is accountable for reviewing for approval all Local Agency street, highway and bridge plans and related documents prepared by local agency staff and/or consulting engineers for projects funded with Motor Fuel Tax (MFT), Township Bridge Program (TBP), Federal Funds, or "special funded" projects that follow MFT guidelines.

Dimensions

Motor Fuel Tax Funds:	\$20-\$30 Million
Township Bridge Funds:	\$3 Million
Federal Funds:	\$15-\$25 Million
Preliminary and Final Plans Reviewed Annually:	150-200
Number of Local Agencies	7 Counties
Number of Townships	125
Number of Municipalities	96

Nature and Scope

This position reports to the Local Roads and Streets Engineer as do the three Local Roads and Streets Field Engineers, the Federal Aid Coordinator, Bridge Technician, MFT Technician, and an Executive Secretary.

This position provides for the review and approval of all project plans for Local Agency construction projects funded by MFT, TBP, Federal Aid, or special funds, prepared by consulting engineers or local agency staff. This position is unique in that the incumbent must have the ability to interpret the laws, policies, and procedures and specification in order to convey their requirements along with the necessary engineering expertise to local agency staffs and consultants.

Typical problems include coordinating numerous plans submittals, all of which are scheduled for specific letting dates, and assuring that plan review is in conformance with the law, Department and Federal policies and procedures, and sound engineering judgment. The greatest challenge for this position is the timely and thorough plan review under very compressed timeframes, due to plan submittals by agencies just prior to the established deadline dates.

The incumbent must be capable of relating engineering problems and solutions, not only to engineering people, but also to the lay leaders of the Local Agency involved. The incumbent coordinates, as needed, plan field checks with field engineers, consultants, and local agencies. After approval of the plans, it is the incumbent's responsibility to prepare the necessary documents for submittal to prospective bidders. The incumbent will often encounter requests for design waivers for issues that do not meet policy. It is the incumbent's responsibility to coordinate the waiver request with the Central Bureau of Local Roads and Streets and to notify the local agency/consultant of the approval/disapproval of the waiver.

The incumbent is required to work within the parameters established by statutory law, Local Roads and Streets operational policies, and Federal operational policies. The incumbent acts as the principal contact between the consultant or local agency representative during the plan review process and provides recommendations to the Bureau Chief to resolve design issues.

The incumbent's more significant contacts involve other District bureaus in the areas of traffic signals, material specifications, construction procedures, traffic controls, and design requirements, such as intersection geometrics. On the State level, the incumbent is in frequent contact with the central bureau of Local Roads and Streets. The incumbent coordinates with Local Agency officials, and consultants to discuss issues and to resolve problems with plan features and details.

The timely completion of plan review, the solution of both the common and unique problems and a constructive working relationship with consultants and local agency representatives are good measurements of success in this position.

Principal Accountabilities

1. Responsible for the review of street and highway plans and related documents for accuracy and conformity to Departmental and Federal policies, procedures and requirements.
2. Responsible for handling all requests for design waivers.
3. Provide the required documents to the local agencies or consultants in time to meet proposed letting dates.
4. Keep current with all Departmental manuals, policies, guidelines, and specifications to insure their provisions are included in plans and contract special provisions.
5. Responsible for maintaining current technical policy and procedure manuals and directives.
6. Performs other duties as required.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.